



## OFFICIAL RESPONSES TO VENDOR QUESTIONS RFP-2017-OCOM-01-CONSUL

No.	Question	Answer
1.	<p><b>Section 1.1, Overview (Pg 4) Section 3.1, Scope of Work, Paragraph 3.1.1, Subparagraph 3.1.1.4 (Pg 7)</b></p> <p>a) If the PACAP is to be revised/written by the vendor, will the vendor be responsible for assisting the Department in gaining federal approval of this PACAP amendment and any subsequent PACAP amendments?</p> <p>b) Is Section 3.1.1.4 referencing the development of a revised PACAP?</p>	<p>a) The Department intends to submit this PACAP amendment for federal approval. It is possible that there could be questions during the approval process that would require the Department to follow up with the vendor. It has not yet been determined if this would be necessary for subsequent amendments</p> <p>b) Yes, revised and updated.</p>
2.	<p><b>Section 1.1, Overview (Pg 4)</b></p> <p>a) What is meant by 'design and develop' when the Department already has a plan in place?</p> <p>b) Is this RFP to develop a completely new plan or modify the existing plan?</p> <p>c) Is the Department seeking a new PACAP narrative only?</p>	<p>a) Design and develop relates to the revised organizational structure of the Department and any new metrics that will be created.</p> <p>b) Modify the existing plan.</p> <p>c) No</p>
3.	<p><b>Section 2, Background (Pg 6)</b></p> <p>When was the current PACAP last revised effective date?</p>	<p>SFY 2008</p>



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4.	<b>Section 2, Background (Pg 6)</b> Is this RFP the result of any audit or request from the federal government?	No.
5.	<b>Section 2, Background (Pg 6)</b> a) Has a CAP amendment been submitted to reflect the reorganization? b) Are there prior amendments that the vendor would be responsible for assisting the Department in gaining approval?	a) No b) No
6.	<b>Section 3.1, Scope of Work, Paragraph 3.1.1, Subparagraph 3.1.1.3 (Pg 7)</b> Will the vendor be responsible for developing procedures and assisting in the implementation of revised cost allocation processes such as revised cost pools, time studies and statistics?	Yes.
7.	<b>Section 3.1. Scope of Work, Paragraph 3.1.1. (Pg 7)</b> Please confirm the scope does not request the calculation of the PACAP or software to calculate the PACAP.	Confirmed.
8.	<b>Section 3.1. Scope of Work, Paragraph 3.1.3. (Pg 8)</b> What is the anticipated future submission effective date for the PACAP developed through this scope of services?	As soon as possible but no later than 7/1/18.



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9.	<b>Section 3.1. Scope of Work, Paragraph 3.1.5. (Pg 9)</b> Is there a requirement to review and/or develop allocation methods and/or processes for the allocated central services, and billed services?	Yes.
10.	<b>Section 3.1. Scope of Work, Paragraph 3.1.5., Subparagraph 3.5.1.2 (Pg 9)</b> What are the current allocated central service costs incurred by DHHS?	SWICAP/Indirect Cost
11.	<b>Section 3.1. Scope of Work, Paragraph 3.1.5., Subparagraph 3.5.1.3 (Pg 9)</b> What are the current billed service costs incurred by DHHS?	All other costs.
12.	<b>Section 4.2, Funding Sources</b> Is there a budgeted amount for this scope of work?	Vendors are requested to submit a budget that reflects actual costs for services provided. Budgets must be broken down by line item and reflect any plans provided. Budgets must also be detailed in the budget narrative.
13.	<b>Section 7.2, Outline and Detail, Paragraph 7.2.2, Subparagraph 7.2.2.4, Proposal Narrative, Project Approach and Technical Response (Pg 19)</b> Do vendors have to respond to all paragraphs and questions?	See Subparagraph 7.2.2.4.



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14.	<p><b>Section 7.2, Outline and Detail, Paragraph 7.2.2, Subparagraph 7.2.2.11, Required Attachments (Pg 21)</b></p> <p>a) What appendices have to be returned as attachments to a vendor's proposal?</p> <p>b) Do vendors need to complete and submit Appendix B?</p>	<p>a) See Subparagraph 7.2.2.11</p> <p>b) No. Appendix B is a reference document for vendors to use when completing Appendix A. <b>DO NOT RETURN APPENDIX B.</b></p>
15.	<p><b>Section 7.2, Outline and Detail, Paragraph 7.2.3, (Pg 21)</b></p> <p>Should the actual Transmittal Cover Letter be included in the "Cost Proposal Contents - Detail" as a copy, as mentioned in 7.1.4, page 18? Or should it be a separate Cost Transmittal Letter?</p>	<p>A copy is of the transmittal letter is acceptable.</p>
16.	<p><b>Section 7.2, Outline and Detail, Paragraph 7.2.3, Subparagraph 7.2.3.2 (Pg 22)</b></p> <p>Please confirm that the audited financial statements do not have to be part of the sequential numbering and can be submitted as an attachment to the Cost Proposal.</p>	<p>Confirmed. Additionally, vendors only need to provide the audited financials in the ORIGINAL and ELECTRONIC submissions. The Department does not need additional copies of the audited financial statements.</p>
17.	<p><b>Appendix C</b></p> <p>Should the total for each budget period be fixed, not to exceed value for the period?</p>	<p>Yes.</p>



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18.	<b>Appendix C</b> Please indicate if the Contractor should complete the "Contractor Share / Match" section and the "Funded by DHHS contract share" section and if so, can further information be provided to support completion?	Contractor Share/Match is not required although encouraged. If the contractor is not providing a match only the Total Program and Funded DHHS...columns need to be filled in.
19.	<b>Appendix C and Appendix D</b> Is the total budget period value in Appendix C meant to equal the value in Appendix D?	There should be an Appendix D for each budget period.
20.	<b>General</b> Is this a Fixed Price contract?	The contract price limitation will be negotiated with the selected vendor and invoicing will be on a cost reimbursement basis.
21.	<b>General</b> Who is the current or recent vendor?	The Department does not have a vendor for these services